

Model Community Guidelines Bank

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Reuse scrap paper (e.g. Make into note pads)
 - Promote reduced use of envelopes for customer transactions; perhaps post sign, “envelopes on request only”
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Explore use of truncated check system for customers; (canceled check records are kept on microfilm and not sent back to customer, perhaps an incentive is offered for customers using this system)
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
 - Offer bank checks with recycled content paper
 - Explore use of savings book covers made of material that can be recycled or made of recycled content
3. Promote waste reduction and recycling:
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Encourage employees to share magazines and newspaper subscriptions